C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0199805.wmfWord processing terms

Define the following:

**Font**: the way the letters are formed- the style of the typeface.

**Size:** how large the letters are

**Cut:** to remove a portion of the text completely

**Paste:** to place the content of the cut or copied text somewhere else in the document

**Search:** to look for certain piece of information in a document

**Replace:** to take a piece of highlighted text and put something in its place

**Portrait:** the page is taller than it is wide

**Landscape:** the page is wider than it is height

**Columns:** split text into two or more parts

**Bullets:** large dots, often circles which appear at the start of each item in a list. Used to add emphasis to a point.

**Justification:** the alignment of the text e.eg right, left center, fully

**Tabs**: tabs allow specified number of spaces between words by default it is 5

**Header:** the top section of a document where details can be inserted to ensure they appear on every page

**Footer:** the bottom section of a document where details can be inserted to ensure they appear on every page.

**Thesaurus:** a tool which can offer different word suggestions